

**U.S. SMALL BUSINESS ADMINISTRATION
OFFICE OF WOMEN'S BUSINESS OWNERSHIP**

**WOMEN'S BUSINESS CENTER (WBC)
(INITIAL GRANT)**

FY 2011

**PROGRAM ANNOUNCEMENT
NO. OWBO – 2011-01**

**Initial Budget Period:
September 30, 2011 – September 29, 2012**

The purpose of this Program Announcement is to provide funding to a non-profit organization to start a new, community-based women's business center in the state of **South Carolina**. Applicants must be private, non-profit organizations with 501(c) tax exempt status from the U.S. Treasury/Internal Revenue Service. *Public non-profit organizations and for-profit businesses are not eligible for this award.*

OPENING DATE: MAY 25, 2011

CLOSING DATE: JUNE 24, 2011

**Proposals must be posted to www.grants.gov
by 11:59 p.m., EST JUNE 24, 2011**

SBA will not accept other forms of submission or late submissions.

WOMEN’S BUSINESS CENTER PROGRAM INITIAL GRANT PROGRAM ANNOUNCEMENT

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WOMEN'S BUSINESS CENTER PROGRAM INITIAL GRANT PROGRAM ANNOUNCEMENT

OVERVIEW

Federal Agency Name:	U. S. Small Business Administration, Office of Women's Business Ownership
Funding Opportunity Title:	Women's Business Center Program Initial Grant
Announcement Type:	Initial
Funding Opportunity Number:	Program Announcement # OWBO-2011-01
CFDA Number:	59.043
Key Dates:	May 25, 2011 – June 24, 2011
Closing Date for Submission:	Proposals must be received at Grants.gov by June 24, 2011
Funding Dates:	September 30, 2011 – September 29, 2012
Authority:	Small Business Act, §§2(h) and 29 (15 U.S.C. §§ 631(h) and 656), as amended
Funding Instrument:	Cooperative Agreement
Funding, Award & Match:	The SBA expects to make one (1) award under this Program Announcement for a new WBC in the state of South Carolina . The federal award for this grant will be \$123,367.00 , subject to available funding. The recipient organizations are required to match awarded funds on a 1:2 ratio for the first two years of the grant and a 1:1 ratio for the next three years.
Project Description and Purpose:	The function of the Women's Business Center Initial Grant Program is to provide funding to non-profit organizations to start a new, community-based women's business center. Women's Business Centers provide technical assistance to women entrepreneurs, both nascent and established. A representative number of clients served by each WBC must be socially and economically disadvantaged. WBC grant recipients must provide assistance to women entrepreneurs in the areas of finance, management, marketing, and other areas as defined in this Program Announcement.

Eligibility:	Private 501(c) organizations that provide technical assistance to small business concerns owned and controlled by women and that meet all other criteria identified in Section III: Eligibility Information.
Project Duration:	Five years, comprising one base year and four option years, subject to availability of funds, and subject to a recipient organization's compliance with the terms of the Small Business Act, applicable regulations, this Program Announcement and the Cooperative Agreement.
Proposal Evaluation:	Proposals will be reviewed for sufficiency as detailed in Section V: Application Review Information. The SBA, Office of Women's Business Ownership may ask applicants for clarification of the technical and cost proposals.

WOMEN’S BUSINESS CENTER PROGRAM INITIAL GRANT PROGRAM ANNOUNCEMENT

I FUNDING OPPORTUNITY DESCRIPTION

A OVERVIEW

The Women’s Business Center (WBC) Program was established by Women’s Business Ownership Act of 1988 (Public Law No. 100-533) as the Women’s Business Demonstration Pilot, providing grants to private nonprofit organizations to aid and encourage the development and growth of small women-owned businesses through long-term training and counseling. The program was expanded and made permanent in 2007 when the WBC Sustainability Grant Program, established in 1999, was replaced with the WBC Renewable Grant Program.

The mission of the WBC Program is to act as the catalyst for providing in-depth, substantive, outcome-oriented business services to women entrepreneurs, both nascent and established businesses, a representative number of which are socially and economically disadvantaged. This mission is accomplished through the award of financial assistance to private, 501(c)-certified nonprofit organizations to enable them to affect substantial economic impact in their communities, as measured by successful business start-ups, job creation and retention, and increased company revenues.

B PURPOSE OF THIS PROGRAM ANNOUNCEMENT

This Program Announcement describes guidelines for the WBC Initial Grant Program. The Program Announcement provides applicants with detailed guidance for submitting grant proposals for review, selection and award by the Office of Women’s Business Ownership (OWBO) at the Small Business Administration (SBA).

The Act requires applicants to demonstrate how well it has provided service to its market and how it plans to serve that market during the next 5 years.

Award amounts are subject to the availability of funds (i.e., funds appropriated by Congress).

C PROGRAM AUTHORITY

Program authority is detailed in the Small Business Act, §§ 2(h) and 29 (15 U.S.C. §§ 631(h) and 656), as amended.

D PROJECT DURATION

WBC Initial Grants are awarded on a competitive basis for a period of up to five years, comprising one base year and four option years. Exercise of each option year is dependant upon the WBC’s performance during the previous year and the availability of funds.

E LEVERAGING RESOURCES

Collaboration with SBA Resources

WBCs, Small Business Development Centers (SBDC) and SCORE, with assistance from SBA District Offices, are to work collaboratively to coordinate their efforts to expand services and avoid duplication. When a WBC is located in a community with these other SBA resource partners, the WBC should make every attempt to coordinate with those entities to offer training and other forms of assistance to its clients.

WBCs are encouraged to fully utilize the resources of other federal, state, and local government agencies, academic and private-sector programs that aid small businesses in order to provide seamless, non-duplicative, business development assistance.

Leverage and Diversity of Funding Streams

WBCs are encouraged to seek complimentary sources of funding for WBC activities which strengthen and expand the reach and capabilities of WBC services.

F OVERSIGHT

The WBC Program is managed by the Assistant Administrator of the Office of Women's Business Ownership under the direction of the Associate Administrator for Entrepreneurial Development.

The District Office Technical Representative (DOTR) is the primary contact for the WBC locally; this includes on-site visits, programmatic and financial reviews, reporting any issues that may arise to OWBO, and coordination of SBA resource partner efforts. The OWBO Program Manager is responsible for monitoring and oversight of the overall WBC, including compliance with the Cooperative Agreement. **(For more information, see section VI B #9 SBA Duties and Responsibilities.)**

II AWARD INFORMATION

A FUNDING INFORMATION

The SBA expects to make one (1) award under this Program Announcement for a new WBC in the state of South Carolina. Awards will be based upon the amount of available funding, as appropriated by Congress. The award made under this Announcement will be **\$123,367.00**, subject to available funding.

B AWARD NOTICES

1 INELIGIBLE APPLICANTS

The SBA will attempt to notify applicants of ineligible proposals as soon as practicable. However, SBA is under no obligation to notify ineligible applicants before the closing date for the acceptance of applications under this Program Announcement.

2 SUCCESSFUL APPLICANTS

Successful applicants will receive a Notice of Award by mail in the form of an SBA Cooperative Agreement. This notice is not an authorization to begin performance. Eligible applicants must also successfully complete a site visit as in-depth as determined by OWBO. **The performance period will begin September 30, 2011 (once an award recipient is notified by SBA that its budget has been approved), and will end on September 29, 2012.** Successful applicants must attend a Training Conference provided by SBA to be held on a date and at a location to be determined. Official travel costs associated with attendance at the training conference are reimbursable from award funds.

3 UNSUCCESSFUL APPLICANTS

The SBA will notify unsuccessful applicants by letter that their organization was not selected for an award. That notification will serve as the final response to this Program Announcement.

4 CANCELLATION

The SBA reserves the right to cancel this announcement, in whole or in part, at the Agency's discretion.

C KEY DATES

The start date of an award made under this Program Announcement is the date of notification of an approved budget. **The project term will run through September 29, 2016 and is comprised of the initial budget period with the possibility of four option years, subject to the availability of funds and the WBC's record of performance.** SBA expects to issue a Notice of Award under this Program Announcement during the August – September 2011 time period.

D FUNDING INSTRUMENT

The funding instrument for this grant is a Cooperative Agreement (**See Section VI, Award Administration Information**). The recipient organization must comply with the terms of the Program Announcement, Cooperative Agreement (Notice of Award), regulations, and all governing legislation.

E CONTINUATION OF FUNDS

An award will not be issued to any applicant without a pre-selection site visit, including a full financial exam if deemed necessary by SBA. Upon successful completion of the site visit, the SBA will fund the WBC Project annually, subject to availability of funds. A WBC will not receive continued funding if there has been a clear showing of poor performance, improper activity affecting the operation and integrity of the WBC, or a failure to follow the rules and procedures set forth in the statute, regulation, Program Announcement and the Cooperative Agreement.

III ELIGIBILITY INFORMATION

A GENERAL

An organization may only submit one (1) electronic application through grants.gov in response to this Announcement by **June 24, 2011, 11:59 p.m. EDT**. Any additional applications from the same organization will automatically be rejected without being evaluated.

Nothing will prohibit a faith-based or community organization from submitting an application under this Program Announcement, provided it meets all applicable eligibility criteria.

B APPLICANTS ELIGIBLE TO APPLY FOR THIS COOPERATIVE AGREEMENT

Only private nonprofit organizations certified under § 501(c) of the Internal Revenue Code of 1986 that have been providing technical services to women entrepreneurs and that meet the program criteria as provided in the Eligibility section of this Program Announcement may apply for this award.

The applicant responding to this announcement may not apply for a new WBC Project within 50 miles of an existing WBC Project without (1) a written narrative and (2) additional documentation (number of socially and economically disadvantaged persons within the proposed service area, census data, population, etc.). The narrative and supporting documentation must clearly justify the necessity for an additional WBC Project within the same area of service as the existing WBC Project. SBA will take the narrative and any supporting documentation into consideration when reviewing, ranking and scoring the applicant's proposal.

An Applicant must document as part of the narrative proposal that it –

- 1 Is located within and will provide services to the population of the state listed in this Program Announcement.**
- 2** Continues to be organized and incorporated in the United States, and remains in good standing in the state or territory of incorporation (a copy of this document must be attached to the applicant's technical proposal);
- 3** Is a private not-for-profit or nonprofit corporation with an active 501(c) federal tax-exempt status certification from the United States Department of Treasury/Internal Revenue Service (a copy of this document must be attached to the applicant's technical proposal);
- 4** Provides technical assistance to small business concerns owned and controlled by women;
- 5** Has an established organizational infrastructure with an internal financial management system that meets the standards prescribed in 2 C.F.R., §§ 215.21 - 215.28 ("Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"). This written statement may be provided by a staff person or other outside entity with financial expertise sufficient to

make such a determination (i.e., CFO, financial/accounting specialist, etc.). This certification must be attached to the applicant's technical proposal; and

- 6 Is responsible for hiring, supervising, and employing key staff (including a full-time, (40 hrs per week) program director whose time is dedicated 100% to managing the day-to-day operation of the WBC) as well as overseeing all financial aspects of the WBC.

C APPLICANTS INELIGIBLE TO APPLY FOR THIS COOPERATIVE AGREEMENT

Applicants automatically considered ineligible and applications that will not be evaluated are:

- 1 Any applicant organization that does not propose to operate a WBC in the state(s) listed in this Program Announcement.
- 2 Any organization which currently owes an outstanding unresolved financial obligation to the federal government;
- 3 Any organization suspended or debarred from receiving contracts or grants from any federal agency or otherwise excluded from federal procurement programs;
- 4 Any organization that has had a WBC award terminated or non-renewed by SBA.
- 5 Any organization which has any unresolved and material audit issues reported under the requirements of the Single Audit Act of 1986 (A-133) within 3 years of the proposed funding period;
- 6 Any organization that has filed for bankruptcy in the past 5 years.
- 7 Any organization which had at least one un-remedied, substantially non-compliant condition with SBA program guidelines occurring while administering or implementing any SBA program; or
- 8 Any applicant organization that does not propose to hire and employ a full-time (40 hrs per week) program director whose time is dedicated 100% to managing the day-to-day operation of the WBC and staff for the purpose of managing the day-to-day operations of the WBC.

D CASH MATCH REQUIREMENT

The WBC is required to provide a non-federal match. Non-federal match may consist of cash, in-kind and program income and must be used for approved budgeted items only.

1 ANNUAL MATCH

The recipient organization is required to match awarded funds on a 1:2 ratio (\$1 of non-federal funds for every \$2 of federal funds) for the first two years and 1:1 in the three subsequent years.

2 NON-FEDERAL MATCH

a IN-KIND MATCH

Up to one-half of the non-federal matching assistance may be in the form of in-kind contributions, including but not limited to office equipment and office space.

b CASH

Matching contributions must come from non-federal sources such as state and local public funds; private individuals, corporations and foundations; and program income (income from program services). When permissible under the terms of the Community Development Block Grant (CDBG) Program, CDBG funds may also be used as match. The matching contribution must be pledged for the WBC activities.

3 FAILURE TO OBTAIN MATCH

The SBA may withhold payment at any time if the required level of non-federal match has not been obtained. Payment will be withheld unless the recipient has adequately certified that the required amount of match has been fully obtained and expended for project activities during each quarter, with the exception of the first quarter of the budget period.

E MATCH CERTIFICATION

The recipient must certify that the non-federal matching share has been obtained and expended on the WBC Project and must maintain records of all cash, in-kind donations, program income and how it was spent. (See:

<http://www.sba.gov/content/womens-business-center-grant-opportunities> for **Cash Match certification worksheet**). Records will be reviewed by the DOTR or other financial examiner during site visits and the mid-year and annual programmatic and financial examination. **NOTE: Donations from federal entities may not be claimed as match.**

F WOMEN'S BUSINESS CENTER MATCH WAIVER

On September 27, 2010, President Barack Obama signed into Law the Small Business Jobs and Credit Act of 2010 (Public Law Number 111-240). Section 1401 of the Law provides SBA the authority to waive the non-federal match for the Women's Business Center Program. This authority is at the discretion of the SBA and no WBC is guaranteed a waiver of match. Under the Law, the waiver authority is valid only through Funds appropriated through Fiscal Year 2012.

The match waiver is not automatic for WBCs. This waiver must be requested in writing from the WBC and is granted at the discretion of the SBA. The SBA will look at the financial condition of the WBC, compliance with the WBC program, outstanding findings and recoupment from programmatic or financial exams, the current budget and proposed budget of a WBC, a narrative statement, certifications, and any other documentation required.

See SBA Procedural Notice No. 9000-1884, Women's Business Center Match Waiver Procedures for guidelines located at: <http://www.sba.gov/content/womens-business-center-grant-opportunities-0>.

IV APPLICATION AND SUBMISSION INFORMATION

A REQUIRED APPLICATION FORMAT

All parts of the proposal (narrative, budget, forms and attachments as specified below) must be submitted to Grants.gov. **No other forms of submission or late submissions will be accepted.**

Proposals are limited to the minimum amount of pages necessary to address all items requested in this Program Announcement.

Any eligible application that does not include the statutorily required information will be considered incomplete and will not be evaluated.

B CONTENT AND FORM OF APPLICATION SUBMISSION

The following documents must be included in the applicant's submission. The application must include both the Technical Proposals (Program Information Narrative) and Cost Proposals for the first 12-month project year as well as each 4 additional 12-month option years of the project's 5-year term. (i.e., a total of five (5) cost proposals must be submitted.)

1 PROGRAM INFORMATION NARRATIVE

Provide the following information in a narrative attachment (pages must be numbered). The proposal must address the following criteria in the order set forth:

Applicant Experience and Internal Organization

a Mission Alignment and Experience (10 Points)

- i To maximize the effectiveness of the WBC, its program goals and objectives must align with the mission of its local host and the mission of the national Women's Business Program. State the WBC's mission and host mission (if applicable), and describe the mission alignment of the WBC to its host and the national WBC program. **(5)**
- ii Describe relevant past experience. The applicant must demonstrate expertise in long-term and short-term training and counseling programs, and, most specifically, experience in providing targeted business development services to women. **(5)**

b Organization and Structure (10)

An applicant must demonstrate an adequate staffing plan to accomplish the goals and objectives as set forth in this proposal.

- i Enclose an organizational chart for the WBC Project, which includes all proposed full-time and part-time program staff, titles, and the amount of time each will devote to the WBC Project. **(1)**
- ii Include résumés and position descriptions for the program director and key personnel (i.e., staff members who dedicate 50% or more of their time to the WBC Project and who are vital to its success). Must agree with the Budget Detail Worksheet B-10A and B10-B, provided at:
<http://www.sba.gov/content/womens-business-center-grant-opportunities>

- iii The grant requires a full-time (40 hrs per week) program director whose time is dedicated 100% to managing the day-to-day operation of the WBC (this position cannot be shared between two or more employees). The proposed Program Director's résumé will be evaluated for an appropriate level of business experience, supplemental experience in the areas of leadership and management experience in leading other government program initiatives, etc.
- iv The proposed Program Director's resume will be evaluated for appropriate level of business experience and supplemental experience in the areas of non-profit leadership and management, experience in leading other government program initiatives, etc. (5)
- v Enclose a list of board members and each member's phone number and e-mail address. (1)
- vi State by whom and during what hours the facility or facilities will be staffed. In addition, provide a list of planned closures. (e.g., holidays, etc.)
- vii The WBC is required to have a readily accessible location in the service area with facilities and administrative infrastructure sufficient to operate the WBC project. (1)
- viii The WBC must be open to clients 40 hours per week. The WBC's work week must include weekend and weeknight hours, and a plan for online counseling to serve clients during non-traditional hours. If the WBC operates at more than one location under the same Cooperative Agreement, the 40 hour requirement may be divided between two facilities. However, no more than two locations may share the 40 hours. (1)

c Market Assessment for Services Provided (15 Points)

- i Provide a narrative description of the target market to be served—geographic size and area type (urban, rural, suburban), population numbers and demographics. Use data to support your assertion. (5)
 - a Describe plans to reach a representative number of women who are socially and economically disadvantaged
 - b Describe the need for the WBC in the geographic area.
- ii Describe the specific needs and benefits of SBA funding for this WBC. (5)
- iii Describe how the WBC project complements and does not duplicate other public and private projects or services in the market area. (5)

If the SBA determines that there is overlap and/or duplication of service area, the Agency reserves the right to decline such an application, regardless of how highly it scores on other evaluation criteria. The SBA also has the discretion to accept such an application after negotiating with the applicant to amend its proposed scope of services to eliminate any overlap between the applicant and the existing WBC.

d Ability to Reach Special Target Markets (10 Points)

An applicant whose primary service location is in a Community Reinvestment Act (CRA) designated area (see 12 C.F.R. § 228.12) will receive additional points due to SBA's belief that the WBC is better positioned to provide services to underserved areas, which is a program priority.

Identify additional target sub-groups located in CRA-designated areas to which services will be marketed.

(12 CFR 228.12)

Section 228.12 Definitions

Defines key terms used in the regulation, the section cited here is the definition of **CRA designated areas**:

- (i) Low-or moderate-income geographies;
- (ii) Designated disaster areas; or
- (iii) Distressed or underserved non-metropolitan middle-income geographies designated by the Board, Federal Deposit Insurance Corporation, and Office of the Comptroller of the Currency, based on—

(A) Rates of poverty, unemployment, and population loss; or

(B) Population size, density, and dispersion. Activities revitalize and stabilize geographies designated based on population size, density, and dispersion if they help to meet essential community needs, including needs of low- and moderate-income individuals.

Go to: <http://www.ffiec.gov/Geocode> to confirm your eligibility.

Then type: Get Census Demographic: Underserved or distressed Tract response should be: Yes (print out and include)

OR

You can provide a narrative that includes the key components of the definition, such as income, unemployment rate, etc. to demonstrate your eligibility for these additional points.

e Project Objectives and Milestones (15)

Services and Activities to be Offered to Small Businesses Owned or Controlled by Women or Women Entrepreneurs and Other Clients.

- i** Provide a narrative, 5-year plan with clear goals, measurable objectives, and time-phased activities that are results-oriented to increase business expansions and new business start-ups among prospective clients. In establishing goals, you should work with the local District Office to determine local market needs. These goals should be set forth in the proposal and may be adjusted by OWBO. New goals will be set in **FY 2012**.
- a** The plan must include a projected number of clients to be counseled and trained in each grant year. Performance goals will be negotiated with the assistance of the local District Office and OWBO annually based on funding levels, market needs and capacity of host.

- b** The plan must include long- and short-term training, counseling and technical assistance, and must provide for serving nascent entrepreneurs as well as start-up and established businesses.
- c** Provide a completed projected milestone chart (see **Section VIII, Other Information, for sample**) and a timeline for each of the project years, showing goals, objectives and planned activities. List the types of training and counseling to be offered during the budget period.

Areas of assistance shall include, but not be limited to:

a Financial Assistance

- how to prepare a loan package and secure business credit from all lending sources (WBCs should detail plans to provide loan packaging services with an emphasis on SBA loans);
- how to prepare and present financial statements;
- how to manage cash flow, and understand and comply with tax laws, accounting principles and welfare regulations (where appropriate);
- how to manage the financial operations of a business;

b Management Assistance

- how to effectively startup and/or manage a business;
- how to engage in strategic business planning;
- how to manage employees, operations and inventory;
- how to evaluate technology;
- legal advisory information; and
- individual or group mentoring by successful business people.

c Marketing Assistance

- how to increase a business' capacity to prepare and execute marketing plans;
- how to develop pricing, packaging, and distribution strategies;
- how to identify and pursue local and export contract opportunities; and
- how to use effective public relations, networking and advertising techniques as well as use of the Internet for marketing purposes.

d Export Assistance

In cooperation with SBA's Office of International Trade, the Department of Commerce and other relevant federal agencies –

- (i) The WBCs should promote export assistance programs to their clients and the WBC should serve as a resource to refer small businesses to appropriate resources for trade finance, trade promotion, trade adjustment, and trade remedy assistance.

- (ii) The WBCs should collaborate in trade data collection as identified through the Entrepreneurial Development Management Information System or as identified in their annual work plans.
- (iii) The WBCs should work with SBA's USEAC personnel to conduct Export Trade Assistance Partnership (E-TAP) programs to help increase small business participation in international trade.
- (iv) The WBC may provide small business owners with access to a wide variety of export-related information by establishing on-line computer linkages between WBCs, U.S. Export Assistance Centers, the Department of Commerce (www.export.gov) and their respective informational international trade databases.
- (v) The WBCs should identify in their annual work plans all WBC counselors and staff who are certified in providing export assistance as identified in Section 1204 of the Small Business Jobs Act of 2010.

e Additional Specialized Assistance

For example, issues may include: home-based businesses, legal matters, accounting, rural business, agribusiness, construction, child care, elder care, manufacturing, procurement, web development, business expansion and franchising, or international trade, business programs helpful to veterans, people seeking to get off welfare, people with disabilities, and other subcategories of women in business.

f Plans for Marketing and Collaboration with SBA and Other Community and Small Business Organizations (10 Points)

- i** Explain how the organization interacts and coordinates with the SBA and its resource partners and explain how the collaboration will continue to contribute to the success of the WBC.
- ii** Demonstrate involvement with SCORE; Small Business Development Centers (SBDCs), SBA Microloan Program lenders, non-lender technical assistance providers, and other SBA resource partners, such as mainstream financial institutions, state and/or local governments, chambers of commerce, loan funds, community colleges, and women's organizations, through co-sponsorship agreements and memoranda of understanding.
- iii** To the extent practicable, provide commitment letters and/or cooperative agreements that state how the organization and its WBC unit will cooperate to leverage resources, including outreach to local media.
- iv** The WBC must maintain a working relationship with the district director and the DOTR in the nearest SBA District Office, and provide support for their outreach efforts to women. Document the organization's plans to:
 - a** use the SBA as a resource partner and maintain communication with the DOTR;
 - b** participate with the SBA in conferences and special programs for women;
 - c** include the SBA in outreach activities and events;
 - d** promote SBA programs to the WBC's clients;

- e display SBA brochures and SBA signage (provided by the SBA) in a prominent area at the women's business center location(s).
- v The WBC must have e-mail capability to counsel and respond to client technical assistance questions, have access to the Internet for staff and clients.
 - a The SBA hosts an on-line training network, the Small Business Training Network (SBTN) that the WBC may utilize for training purposes at www.sba.gov/training/onlinecourses/index.html. The WBC may also contribute training materials, which it has developed, to the site.
 - b The WBC must create and support its own website and link to the SBA website at www.sba.gov.

g Sources and Leverage of other Funds (15 Points)

WBCs that are able to leverage other funding sources to support WBC-eligible activities are best positioned for long-term sustainability and growth. Diversification of funding sources provides a broad, solid funding foundation for the program; and signifies a growing strong reputation in the "business services" community, for providing in-depth, value-added services to customers.

Include the source, amount and duration of funds provided by each organization to the WBC and the purpose for which the funds have been provided. Use the "Cash Match Certification Worksheet" located at <http://www.sba.gov/content/womens-business-center-grant-opportunities> for all sources of cash match.

Indicate which contributors will or will not be a part of the WBC match funds.

Reminder: Federal funds may not be used as match.

The WBC grant recipient must maintain an updated list of funding sources and amounts for each source of funds received (including grants, contracts and contributions). In addition, for each source of funds, documentation of the name and phone number of the donor/contractor/grantor, the amount of funding, the intended purpose for use on the WBC project, and any requirements, stipulations or deliverables must be maintained and made available during any financial examination process.

Cash match leverage will be scored in the following manner:

- 1) If the match is 1:1.5, 5 points.
- 2) If the match is 1:1.6 to 2.5, 10 points
- 3) If the match is 1:2.6 and above, 15 points

h Financial Management Capability and Confirmation of Match (15)

The WBC grant recipient must be able to account separately for award funds to ensure a clear audit trail and to identify the sources and uses of funds (including cash match, in-kind contributions, and program income).

- i The application must include a copy of its most recent. If the Applicant is not subject to the requirements of the Single Audit Act, it must instead submit a copy of its most recent audited financial statement.
- ii The application must include a written statement confirming that the applicant has an established organizational infrastructure with an internal financial management system that meets the standards prescribed in 2 C.F.R. Parts 215.21

- 215.28, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” (OMB Circular A-110). This written statement may be provided by a staff person or outside entity with financial expertise sufficient to make such a determination (i.e., CFO, financial/accounting specialist, etc.).

- iii This written statement must be provided in the grant proposal before the federal funds will be disbursed.
- iv Describe the organization’s plan to ensure accuracy of its financial recordkeeping and describe its current practices regarding the receipt and expenditure of program funds. Explain how the organization will comply with the requirements that financial records must be accessible to the project director, and that both the project director and chief financial officer must approve WBC expenditures, endorse WBC bank drafts and co-sign financial reports and requests for reimbursement.
- v Provide a detailed development plan demonstrating how the cash and in-kind match will be raised over the term of the grant. Include letters of support from potential sources of matching funds.
- vi If the organization plans to generate program income, the plan must identify the method and provide tuition rates, if any, for proposed services. All program income must be accounted for within the WBC’s official financial statements.

i Program Evaluation and Economic Impact (10 Points)

Describe the evaluation process and method the WBC will use for measuring the outcomes of its objectives and its compliance with all required financial, performance, customer-satisfaction, and follow-up reporting.

The organization must describe how it will follow up with clients (current and past) to collect the following annual economic impact data mandated by Congress —

- (i) the number of individuals receiving assistance (current clients only);
- (ii) the number of startup business concerns formed;
- (iii) the gross receipts of assisted concerns;
- (iv) the employment increases or decreases of assisted concerns; and
- (v) to the extent practicable, increases or decreases in profits of assisted concerns.

j Technological Capabilities (13 Points)

The SBA seeks partners who invest resources into their online marketing and service capability. Each applicant must either provide a narrative addressing the items on the enclosed Technology Self Assessment or complete the self assessment. Applicants will be scored on the basis of the level of technology capability identified in their response.

Describe how you will utilize these online applications to serve your market. Provide your website address and any instructions, passwords, etc. necessary to preview these products and/or services to SBA upon request.

2 BUDGET INFORMATION

- a Estimated budget information for purposes of the proposal is submitted on Standard Form (SF) 424, Application for Federal Assistance. For the form and instructions, see **Budget Information under Part K of Section VIII**, Other Information.

- i **Travel Costs for a Training Conference Provided by SBA**

The WBC budget proposal must include the costs for two staff personnel (the WBC Project director and the person responsible for filling out financial forms) to attend a training conference provided by SBA, to be held over 2 - 4 days at a location within the continental United States. For budgeting purposes, assume the conference will be held in Washington, DC over 4 days. The SBA will specify the actual date and location of this conference as soon as that information becomes available.

- ii **Other Travel**

Payment will be made based on incurred costs for travel related to the delivery of WBC services and for SBA travel requirements as stated below:

- a Travel costs are the expenses for transportation, lodging, subsistence, and other official items incurred by employees who are in travel status on official business of the organization. Travel costs are allowable when they are directly attributable to specific work performed under a WBC award;
 - b Travel costs (mileage reimbursement) are not allowed for commuter travel (Employee travel to and from the WBC place of business and home). Additionally, subsistence expenses are not allowed for local travel (i.e., travel within 50 miles of an employee's assigned work location).

- ii **Estimates for the budget** should be based on knowledge of the service area. State the purpose for which travel funds are requested; supporting data should include numbers of trips anticipated, costs per trip per person, destinations proposed, modes of transportation, and related subsistence expenses. All travel should be accounted for on the annual budget summary (B10-B16) located at <http://www.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html>

- b Sub award/subcontracting—Grant recipients cannot act merely as “fiscal agents” or “pass-throughs” for an award made under this Announcement. While a recipient may enter into subcontracts using award funds, it cannot use those funds to contract with one or more third parties for to provide more than 49% of WBC services. Copies of contracts must be included in the technical proposal. If contracts have not been established, a blank copy of the contract may be submitted.

3 CERTIFICATION FORMS AND ASSURANCES

Failure to provide the mandatory eligibility documentation will result in automatic disqualification of the application. The application must include—

- a A SF 424 \
- b A SF 424A -----> (Note: A total of five (5) costs proposals must be included.)
- c A SF 424B /

- d Nonprofit Verification—documentation of the 501(c) certification from the U.S. Internal Revenue Service (IRS)
- e Written statement confirming that the applicant has an established organizational infrastructure with an internal financial management system that meets the standards prescribed in 2 C.F.R. Parts 215.21 - 215.28, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” (OMB Circular A-110). This written statement may be provided by a staff person or other outside entity with financial expertise sufficient to make such a determination (i.e., CFO, financial/accounting specialist, etc.).
- f Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions (SBA Form 1623, 10/88)
- g Certification Regarding Lobbying (SBA Form 1711)
- h Disclosure of Lobbying Activities, if applicable (SF-LLL)
- i Cash Match and Program Income Certification Form

j ALL OF THESE FORMS AND WORKSHEETS CAN BE FOUND AT:

<http://www.sba.gov/content/womens-business-center-grant-opportunities>

C SUBMISSION DATES AND TIMES

1 SUBMISSION DEADLINE

All parts of the proposal (narrative, budget, forms, worksheets and attachments, specified above) must be received by Grants.gov by **June 24, 2011**. **No other forms of submission will be accepted. No late submissions will be accepted.**

2 REGISTRATION

To receive any information regarding revisions to this Program Announcement, applicants must first register at www.grants.gov. Instructions are provided on the website for registering. You must have a Dun & Bradstreet number to register.

3 TRAINING

Training on the process and other information is provided at WWW.GRANTS.GOV/RESOURCES/RESOURCES.JSP. SBA does not train on the grants.gov system.

4 TECHNICAL ASSISTANCE/PROBLEM REPORTING

Technical assistance for the electronic grant registration process may be obtained at www.grants.gov/help/help.jsp or by calling **1-800-518-4726**. **The SBA cannot provide technical assistance regarding the electronic grant submission process.** An applicant must promptly report any difficulties it encounters in registering to the Grants.gov technical support personnel using one of the above-listed methods.

D FUNDING RESTRICTIONS

1 LOBBYING

There is a restriction on all federal grant recipients prohibiting the use of federally appropriated funds to lobby Congress or agencies concerning certain specified federal actions [31 U.S.C. § 1352 (also known as the Byrd Amendment)]. In addition, 2 CFR

230, Appendix B, Paragraph 25) provide that lobbying activities are generally unallowable costs. Reference should be made to 2 CFR 230, which set forth unallowable activities as well as limited activities that are allowed.

2 FUNDRAISING

Fundraising is ***not*** an allowable expense. Expenditures for fundraising activities may not be charged as a direct cost item, nor included in any indirect cost (2 CFR Part 230, Appendix B, Paragraph 17). The WBC must demonstrate that it has adequate community-based fundraising resources to obtain required non-federal matching funds to operate the WBC.

3 EQUIPMENT AND CONSTRUCTION COSTS

Federal funds may not be used to purchase equipment or construction services and materials. Equipment is an item having a useful life of more than one year and an acquisition cost of \$5,000 or more (2 CFR Part 230, Appendix B, Paragraph 15 (a) (2)).

V: APPLICATION REVIEW INFORMATION

A ELIGIBILITY

All applications will be screened to determine if the applicant meets the eligibility requirements stipulated in **Section III. Eligibility Information**. The SBA will not evaluate applications that do not include adequate documentation of an organization eligibility for the WBC Project. In addition, any application that is otherwise incomplete or illegible (either in whole or in part) will be automatically rejected without being evaluated.

B EVALUATION AND RATING CRITERIA—INITIAL FUNDING CYCLE FOR CENTERS

Eligible applicants are those private 501 (c) organizations that provide technical assistance to small business concerns owned and controlled by women and that meet all other criteria identified in **Section III. Eligibility Information**. If approved, your funding will commence **September 30, 2011**.

1 Eligible proposals will be evaluated based on the following criteria: See “IV B Content and Form of Application Submission” for Detailed Requirements of each section.

a Mission Alignment and Experience	10
b Organization and Structure	10
c Market Assessment for Services Provided	15
d Ability to Reach Special Target Markets	10
e Project Objectives and Milestones	15
f Plans for Marketing and Collaboration with SBA and other (Pg 10)	10
g Sources and Leverage of other Funds	
	1:1.5 or
	5

	1:1.6 to 2.5 or	10
	1:2.6 and above	15
h	Financial Management Capability and Confirmation of Match	15
i	Program Evaluation and Economic Impact	10
j	Technological Capabilities	1 - 13
	Maximum Points Available	123

Rating will be provided on a ranked point basis, with the proposal awarded the highest points receiving priority for funding. A proposal will be funded at the level prescribed in the above stated funding strategy, based on the availability of congressionally appropriated funds and upon successful completion of a site review as in-depth as deemed appropriate by OWBO.

An applicant must score within the competitive range in order to receive an award under this Announcement. SBA will issue one (1) award under this program announcement based upon the amount of available funding and with the highest scoring application.

VI: AWARD ADMINISTRATION INFORMATION

A AWARD NOTICES

The successful applicant will receive a Notice of Award by mail in the form of an SBA Cooperative Agreement. **NOTE: This notice is not an authorization to begin performance.** The performance period will begin **September 30, 2011** (once SBA approves the applicant's budget); the performance period will end on **September 29, 2016**. The successful applicant must successfully complete a site visit review as in-depth as deemed necessary by OWBO. The successful applicant is also be required to attend a Training Conference provided by SBA and will be notified of the training dates and location once that information becomes available.

B ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1 SUBMISSION OF BUDGET BASED ON ACTUAL FUNDING

If there is a change from the proposed funding amount following receipt of the Notice of Award, the WBC grant recipient will be required to submit a new budget for approval, based on the actual amount of funding.

2 REQUESTS FOR PAYMENT

Grant payments are made through an electronic payment system and reconciled at the end of the quarter. Reconciliation (financial reporting) documentation is due 30 days after the end of the quarter. All quarters must be reconciled after the second quarter before additional funds will be disbursed. The fourth quarter reimbursement must be reconciled before any option year funding is available subject to the WBC continuing to be in compliance with all terms and conditions of the Notice of Award and subject to the availability of funds.

- a** The WBC will receive one advance payment in the first, second and third quarters of the budget year and a reimbursement for the fourth quarter. No fourth quarter advances will be allowed. The first advance payment may be received before matching funds are obtained. **NOTE: No advance may exceed 25 % of the total award amount and the WBC should make every effort to spend that amount in the quarter to the extent possible.**
- b** All payments (reimbursement or advance) must conform to the original approved budget (or any subsequent approved budget modifications), SF 424A Budget Information Non-Construction Programs, and the following must be included:

- i FOR RECONCILIATION OF ADVANCE PAYMENT REQUESTS**

- a** SF 425 Federal Financial Report.
- b** Detailed Expenditures Worksheets (provided online; must be in accord with the approved budget).
- c** Certification of Match (Actual documentation of match will be reviewed and reconciled with the certifications submitted during the mid-year and final programmatic & financial reviews conducted by the DOTR. This documentation does not need to be sent to OWBO).

- ii FOR REIMBURSEMENTS**

- a** SF 425 Federal Financial Report.
- b** SF 270 Request for Advance or Reimbursement.
- c** Detailed Expenditures Worksheets (provided online; must be in accord with the approved budget).
- d** Certification of Match—Signed document with a list of sources and amounts; actual documentation of match will be reviewed and reconciled with the certifications submitted during the semi-annual financial reviews conducted by the DOTR.) This documentation does not need to be sent to OWBO).

3 CARRYOVER REQUESTS

WBC grant recipients may request approval to carry over an unexpended balance of federal grant funds to use within the next budget year. No funds may be carried over in the final year of the grant.

- a** A carryover request must be requested along with the fourth quarter reimbursement period or the funds may be de-obligated.
- b** Carryover of unexpended funds is permissible only if the funds are to be used for an allowable project or activity and the request is in the best interest of the SBA. Carryover requests must include:
 - i** SF-424, SF424A, Budget Detail Worksheets;

- ii Narrative justification indicating why the funds were not expended during the period for which they were awarded;
 - iii Evidence of match. The match for the carryover amount must be shown on the SF 424A budget sheet; and
 - iv Revised milestone chart for carryover period.
- c The match requirement for carryover funds can be met by using overmatch from the current budget year, an increase in funds pledged by the WBC, overmatch from the year funds were carried over, or a combination of any of these.
- d Approved carryover requests involve the issuance of a revised Notice of Award. The WBC must document that carryover funds will be:
 - i expended as outlined in the carryover request.
 - ii accounted for separately from subsequent year funds.
- e Financial reports, pay requests and other correspondence relating to the carryover funds must reference the federal document number assigned to the funds carried forward. The federal document number is indicated on the initial Notice of Award and any subsequent modifications.

4 PROGRAM INCOME

Grant recipients must report all program income on financial reports submitted to the SBA and the SBA/DOTR must approve the WBC's plan for its use. Program income must be accounted for as project funds.

- 5 Program income may be used as cash match. If not used as cash match, it must be used to further eligible program objectives in the following order of priority:
 - a To waive tuition or other fees otherwise required for participation in WBC activities by economically and socially disadvantaged clients;
 - b For reasonable costs related to the WBC Project but not included in the initial budget, subject to the written approval from OWBO;
 - c For continuation of WBC activities after exhaustion of the federal and matching funds, and expiration of the current budget period; and
 - d Discontinuing participation in the WBC Project.
 - i If an organization does not apply for and/or receive a renewal award after the conclusion of its 5-year WBC Project, it may retain any remaining program income derived from that project provided it agrees to use such funds for the purpose of continuing to assist women entrepreneurs. If an organization does not intend to continue assisting women entrepreneur's after it discontinues participation in the WBC Project, all program income remaining at the conclusion of its last WBC award must be properly accounted for and remitted to SBA.
 - ii An organization leaving the WBC Program is prohibited by law from receiving a no-cost extension of the final project period of its award. As such, an organization whose award is not selected for renewal or that does not intend to remain in the WBC Project must expend all grant funds prior to the conclusion of

the final project period of its award or any remaining amounts will be returned to the U.S. Treasury.

6 OFFICE OF MANAGEMENT AND BUDGET (OMB) ADMINISTRATIVE REQUIREMENTS

The WBC Notice of Award (Cooperative Agreement) incorporates by reference all applicable OMB circulars, which must be followed, including:

- a 2 C.F.R. Part 215**, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” (OMB Circular A-110)
- b 2 C.F.R. Part 230**, “Cost Principles for Non-Profit Organizations” (OMB Circular A-122)
- c** “Audits of States, Local Governments, and Non-Profit Organizations.” (OMB Circular A-133)

7 SBA LOGO AND ACKNOWLEDGEMENT OF SUPPORT

- a** SBA is committed to working closely with its resource partners to provide quality, customer-centric products and services that support the evolving needs of small business. Under the WBC program (as established by the Small Business Act), SBA provides funding and other support to organizations for the provision of technical assistance to small business concerns. SBA provides federal funding to the WBC program on an annual basis, and each WBC operates under the program’s regulations and §29 of the Small Business Act. Accordingly, all WBCs are required to appropriately acknowledge SBA’s support.
- b** It is important that SBA’s role, identity and network of resources be clearly understood by WBC clients. Further, SBA wants to ensure that all Agency and partner resources are fully leveraged, such that product duplication is avoided and sharing is prominent among and between SBA, WBCs nationwide and other SBA resource partners.
- c** Under this Agreement, each must feature the SBA logo and/or official acknowledgement of support on all materials produced (either in whole or in part) using project funds (i.e., federal funds, matching funds and/or program income). This requirement does not apply to materials that are not produced using project funds. For purposes of this section, the term “materials” includes, but is not limited to, items such as press releases, brochures, reports, advertisements, training booklets, websites, etc. The term “materials” does not include items such as stationery or business cards.
- d** In addition, while WBCs must display signage featuring the SBA logo at all facilities open to the public, such signage must also prominently feature the acknowledgement of support identified below.
- e** Where used, the SBA logo may be positioned in close proximity to a WBCs own logo or may be placed in a prominent location elsewhere in the material. Additionally, whenever a WBC elects to use the SBA logo, the following statement must appear immediately below or adjacent to that logo:

Funded in part through a Cooperative Agreement
with the U.S. Small Business Administration.

- f** This acknowledgement of support must appear verbatim and may not be altered or replaced with substitute language. However, on materials with severe space constraints such as signs and banners, a WBC may substitute “SBA” for “U.S. Small Business Administration” in the acknowledgement of support. The acknowledgement of support must be presented in a legible typeface, font size and - where applicable - color contrast.
- g** On materials for which a WBC does not elect to use the SBA logo, it must at a minimum feature the acknowledgement of support listed above. The SBA logo and/or acknowledgement of support may not be used in connection with WBC activities that are outside the scope of the Cooperative Agreement. In particular, **UNDER NO CIRCUMSTANCES** may the SBA logo or acknowledgement of support appear on items used in conjunction with fundraising; lobbying; or the express or implied endorsement of any good, service, entity or individual.
- h** Furthermore, where a WBC produces materials which feature editorial content, it must use the following alternate acknowledgement of support (either independently or in conjunction with the SBA logo):
- i** Funded in part through a cooperative agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA.
- j** In accordance with Section 504 of the Rehabilitation Act and the Americans With Disabilities Act of 1990, all notices; promotional items; brochures; publications and media announcements informing the public of events, programs, meetings, seminars, conferences and workshops sponsored or cosponsored by the SBA, must include the following accessibility/accommodations notice:

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact [name, address, and phone number of person who will make the arrangements].

8 ACCESS AND RIGHTS

- a** The SBA will have unlimited license and all rights to use products, materials, and data (excluding private client data), including those prepared or stored electronically, generated either partially or fully under this cooperative agreement, including copyrighted materials.
- b** The recipient agrees to make all training and/or informational materials (e.g., publications, training guides, online courses, online tools, websites, etc.) developed or funded under this project readily available to the SBA and all its other resource and information partners.
- c** Surveys or information collection conducted by the recipient as a requirement of this cooperative agreement is subject to the Paperwork Reduction Act, as amended. The SBA agrees that, before requiring the recipient to conduct a survey or information collection, it will comply with the Paperwork Reduction Act. Surveys conducted by the recipient, independent of the SBA, are not subject to the Paperwork Reduction Act.

9 SBA DUTIES AND RESPONSIBILITIES

SBA's responsibilities with regard to the conduct of a WBC Project include, but are not limited to:

- a** Ensuring that WBC activities conform to the requirements of the law, OMB Circulars, the Program Announcement, the Cooperative Agreement, regulations, and SBA policy by both the OWBO Program Managers and DOTRs.
- b** Monitoring and oversight of the WBC to ensure that federal funds are used effectively and efficiently by both the OWBO Program Managers and DOTRS. This includes—
 - i** reviewing counseling and training records and files;
 - ii** reviewing policies and procedures related to performance under this agreement;
 - iii** interviewing WBC clients to determine satisfaction with WBC services.
- c** Verifying that the WBC has adequate policies and procedures in place to monitor the receipt and expenditure of program income, and ensuring that program income was used properly by the DOTRs.
- d** Providing written approval by the DOTR of all contracts supported by project funds, other than those submitted as part of the proposal.
- e** Providing prior approval by the DOTR and OWBO Program Managers for the selection of all key personnel (those employees who dedicate 50% or more of their time to the project and who are key to its success).
- f** Reviewing performance reports (including narrative and data reports) and financial records for completeness and accuracy by the DOTR and OWBO Program Managers.
- g** Referring clients to the WBC.
- h** Including the WBC in local SBA events for women entrepreneurs, including conferences, workshops, speaking engagements, etc.
- i** Conducting a mid-year and year-end review by the DOTR as part of the programmatic and financial review of each WBC.
- j** Negotiating annual client goals with the WBC on the local level with OWBO input.
- k** Providing District Office support for proposed collaborative activities between the WBC and other SBA resource partners, as appropriate.
- l** Distributing the WBC's brochures and marketing materials by the local District Office.

C REPORTING REQUIREMENTS

Due: no later than 30 days after the end of each quarterly reporting period, (i.e. October 30; January 30; April 30; and July 30)

WBC grant recipients must provide the following quarterly reports to SBA:

- Financial reports (related to advance or reimbursement requests discussed previously) SF 425, Detailed Expenditures Worksheet, and Certification of Match;
- Performance narratives; and

- Quarterly data of counseling and training activities.
- By the end of the fourth quarter (October 30, all Economic Impact Data is due into EDMIS via the EDMIS Impact Data Entry Screen.

The SBA may, at its sole discretion, may withhold payments if any quarterly reporting requirements dates are not met or reports are deemed insufficient.

1 REPORTS

a Quarterly Reports

The narrative section of each performance report must include:

- i** A brief summary of the period's activities, challenges, and accomplishments.
- ii** A comparison of actual accomplishments to the goals established for the reporting period.
- iii** Any reasons for goals not being met and a plan of action to overcome the identified difficulties or a detailed statement of how women business owners will be better served if the goals are revised.
- iv** Information relating to actual financial expenditures of budget cost categories versus the quarterly advance or reimbursement, including an explanation of any cost overrun by budget cost category. Financial data furnished in this report is from a manager's standpoint and is in addition to the information furnished in the financial reports.
- v** Names of key personnel (Those individuals with 50% or more time);
- vi** Cost(s) of client tuition, if any; and
- vii** Number of economically disadvantaged clients receiving scholarships for tuition.
- viii** Activities assisting small business and community economic-development organizations.

2 EDMIS

WBCs are required to either manually enter performance data or upload data files to the EDMIS system, the Office of Entrepreneurial Development's centralized data collection system. EDMIS training is provided by SBA.

a Economic Impact Data

WBCs must follow up with current clients from only the awarded budget period (the current Fiscal Year) to gather and report the following economic impact data mandated by Congress:

- i** the number of individuals receiving assistance;
- ii** the number of startup business concerns formed;
- iii** the gross receipts of assisted concerns;
- iv** the employment increases or decreases of assisted concerns; and
- v** to the maximum extent practicable, increases or decreases in profits of assisted concerns.

This information is reported to SBA via the Economic Impact data input screen in EDMIS. SBA reports this information to Congress both in aggregate and by individual center.

The SBA may, at its sole discretion, may withhold payments if any quarterly reporting requirements dates are not met or reports are deemed insufficient.

D RECORDKEEPING REQUIREMENTS

1 ACTIVITY RECORDS

WBCs are required to maintain complete and accurate records and supporting documentation. All client counseling, training and other activities must be fully documented on the SBA 641 and SBA 888.

In addition to the performance and program reports already mentioned in the Reporting Requirements, the WBC must maintain the following records:

a Counseling Activity Reports

WBCs are required to collect all counseling activities on SBA Form 641 Counseling Information Form (or an equivalent form). Data gathered by this form must meet the minimum requirement as stipulated by OED's EDMIS database. Signed copies of these forms must be retained by the WBC either electronically or in hard copy and be made available for SBA review upon request.

b Training Activity Reports

WBCs utilize SBA Form 888 Management Training Report (or an equivalent form) to report small business management training activities (see definitions section for training). WBCs may use a computerized version of this form. Hard copies of these forms must be retained by the WBC and be made available for SBA review upon request.

c WBC Client Evaluation Forms

Evaluations of WBC services or client satisfaction surveys must be collected from clients who receive continuous counseling or attend a WBC training event. Copies of these evaluations must be retained by the WBC and be made available for SBA review upon request.

d Protection of Client Contact Information

A WBC may not disclose the name, address, or telephone number of any individual or small business concern to which it provides assistance without the consent of that individual or concern, except as authorized by the SBA.

2 COMPLIANCE WITH FEDERAL REGULATIONS

Each WBC is required to comply with all applicable legislation passed by Congress, and with executive orders issued by the President and regulations adopted by federal executive agencies, including the SBA. Information regarding these regulations, policies, laws, and executive orders can be found in Title 13, Code of Federal Regulations (C.F.R.), Chapter 1.

The following is a brief summary of the various laws and executive orders that affect the SBA's entrepreneurial development programs:

a Paperwork Reduction Act (44 U.S.C. § 3501)

The SBA collects record-keeping information on form OMB 83-I to better provide business assistance to its clients and for agency analyses related to operating and managing its entrepreneurial development programs. The SBA may periodically use the information collected on this form to produce summary reports for program and management analysis, as required by law. The SBA will also use the individual client data to select participants for follow-up surveys that evaluate SBA business assistance.

b Freedom of Information Act (5 U.S.C. § 552)

This law provides, with some exceptions, that the SBA must supply information in its files and records to a person requesting it. This generally includes aggregate statistical data on the SBA's business-assistance programs. The SBA does not routinely make available a client's proprietary data (without first doing pre-notification, as required by Executive Order 12600) or information that would cause competitive harm or constitute a clearly unwarranted invasion of personal privacy.

For information about the Freedom of Information Act, contact Chief, Freedom of Information/Privacy Act Office, U.S. Small Business Administration, 409 3rd St., SW, Suite 5900, Washington, DC 20416.

c Privacy Act (5 U.S.C. § 552)

Any person may request to see or get copies of any personal information that the SBA has in that person's own file when the information is retrievable by individual identifiers, such as name or social security number. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Note: Any person concerned with the collection, use and disclosure of information under the Privacy Act may contact the Chief, Freedom of Information/Privacy Act Office, U.S. Small Business Administration, Suite 5900, 409 3rd St, SW, Washington, DC 20416 for information about the agency's procedures relating to the Privacy Act.

E ANNUAL PROGRAMMATIC AND FINANCIAL REVIEW

The DOTR will conduct both a semi-annual and a year-end programmatic and financial review of the WBCs during each project year. The recipient organization must provide the DOTR with access to all records, including but not limited to, counseling, training, and financial records. This request may also be sought in advance within a reasonable amount of time and must be adhered to by the WBC. The recipient organization must have an internal financial management system that meets the standards prescribed in 2 C.F.R. §§ 215.21 - 215.28.

VII: AGENCY CONTACTS

A PROGRAM POINTS OF CONTACT

Questions concerning this Program Announcement should be directed to the Office of Women's Business Ownership at **OWBO@sba.gov** or call **202-205-6673**. **Only eligible entities should contact the SBA regarding this Program Announcement.**

B PEER CONTACTS

Peer contacts (currently funded women's business center personnel) may be found at <http://www.sba.gov/services/counseling/wbc/index.html>.

VIII: OTHER INFORMATION

A JOINT VENTURES

- 1** If you participate in a joint venture formed solely for the purpose of submitting an application under this Announcement, neither you nor your partners in the joint venture may apply separately. However, if your joint venture was not formed solely in response to this Announcement, you and your partners may submit separate proposals. All parties within the joint venture must separately meet WBC eligibility requirements in order to apply as a joint venture.
- 2** Applications from joint ventures must name the primary liaison with the federal government and include a copy of the joint venture agreement outlining the responsibilities of each partner organization and the percentage of time each member organization will devote to the project. An authorized signature from each organization must appear on the agreement. The Notice of Award document to joint venture recipients will reflect the names of all parties within the joint venture.

B ONLINE ADVERTISING

The recipient agrees to limit its acceptance of website advertising, cross-selling, and promotions to only those advertisers that are approved in advance by OWBO. The recipient agrees not to accept advertising, cross-selling or promotions from any advertiser promoting, offering, or selling alcoholic beverages, tobacco products, sexual products (including dating services and pornographic materials), illegal or controlled substances or materials; gambling and gaming devices, products or services; or any other products, services or materials detrimental to the mission of this Cooperative Agreement or that do not assist small businesses and entrepreneurs, as determined by the SBA.

C SHARED INFORMATION

1 ACCESS AND RIGHTS

The SBA will have unlimited license and all rights to use data (excluding private client data), including those prepared or stored electronically, which are generated either partially or fully under a WBC award, including materials that are copyrighted. Therefore, all WBC-developed or funded training and/or information materials, such as publications, training guides/materials, online courses, online tools, websites, etc.,

prepared for the betterment of small businesses must be made readily available to the SBA and all of its resources partners.

2 DEVELOPING TRAINING MATERIALS

WBCs are expected to develop strategies for generating and sharing WBC produced training and information materials. These plans will be reviewed with the SBA. The SBA may select some training materials for distribution via its national on-line training network, the Small Business Training Network (SBTN).

(www.sba.gov/training/onlinecourses/index.html).

3 SURVEYS

Any surveys conducted by a recipient as a requirement of the Cooperative Agreement are subject to the requirements of the Paperwork Reduction Act, as amended. The SBA agrees that, before requiring the recipient to conduct surveys, it will complete the necessary requirements under the Paperwork Reduction Act. Surveys conducted by the recipient, independent of the SBA, are not subject to the Paperwork Reduction Act.

D LEGAL SERVICES RESTRICTIONS

1 LITIGATION COSTS

No costs associated (either directly or indirectly) with civil, criminal or administrative litigation are allowable under an award made pursuant to this announcement. Project funds may be used to pay the cost of non-litigation legal counseling services either to the recipient of this award or project beneficiaries. However, all parties receiving such services must agree in writing to waive any claims of privilege over such services with regard to the SBA to the extent necessary for the agency to perform its monitoring and oversight function.

2 BUSINESS LAW TRAINING

WBCs may offer training courses on business law issues, provided that legal topics are presented by individuals qualified by training and experience to address such topics. In furtherance of their educational mission, WBCs may negotiate arrangements with law schools to offer clients access to supervised student legal clinics that are approved by the state attorney licensing entity. The WBC must make appropriate disclosures and disclaimers to that effect.

E DISASTER OPERATIONS PLAN

Each WBC must have a disaster plan in place. Disaster plans should ensure delivery of services to small businesses in its area of operations in the event of a local or regional disaster in which business operations may be conducted or what the WBC plan of operation is should the disaster prevent normal business operations for a period of time. Such plans must be kept on file and available for review by SBA officials. WBC Directors are encouraged to review and update these plans annually.

When available, WBCs are encouraged to provide disaster recovery assistance to support affected small businesses in local communities, both individually and in cooperation with the SBA, other federal agencies, and state and local entities. For more information on this subject, see <http://www.sba.gov/category/navigation-structure/starting-managing-business/managing-business/running-business/emergency-preparedness-and-disaster->

F DEFINITIONS

Budget period - The period in which expenditure obligations are incurred by the WBC. For the purposes of this announcement, the initial budget period will be from the date of the Notice of Award - September 29.

Client - The client is the business, if it exists. In the case of a prospective business, the client is the individual.

In-Business: A business that has completed the required registration(s), if applicable, with the local, state, and/or federal governments (e.g., DBA registration, business license, agency-issued tax identifications, etc.).

AND

At least one of the following:

- Has documented a transaction from the sale of a product or professional or personal service for the purpose of gain or profit;
- Has contracted for or compensated an employee(s) or independent contractor(s) to perform essential business functions;
- Has acquired debt or equity capital to pursue business operations (e.g., to purchase inventory, equipment, building, business, etc.); or
- Has incurred business expenses in the operation of a business.

Nascent (Pre-venture) Entrepreneur: An individual who has taken one or more active steps to form a business. This includes individuals seeking assistance from the SBA and/or one of its resource partners.

Start-up: A business that has been in operation up to 12 months.

Closure- A period of time when the WBC plans to cease operations, such as a national holiday, annual local event or other extended period of time.

Contributions/donations - Funds received by the WBC with no conditions and that may be used as match or overmatch in the year expended. Federal funds or amounts reported as match may not be used as contributions to others.

Contact Hours - The amount of time spent directly interacting with a business or individual client.

Co-hosted training (collaborative) – See Training.

Counseling – Services provided to an individual and/or business that are:

- Substantive in nature and require assistance from a resource partner or District Office personnel in the formation, management, financing, and/or operation of a small business enterprise
- Specific to the needs of the business or individual; and
- Require a signed SBA Form 641 or equivalent form.

Face-to-face Counseling – Meets the definition of “counseling” *and* should be no less than one hour initially (preparation time may be included in this initial calculation) and includes any counseling session thereafter regardless of time.

Long-term counseling – Meets the definition of “counseling” *and* includes 5 or more hours of contact time per individual or business during the federal fiscal year or any prior year.

Online or telephone counseling – Meets the definition of “counseling” *and* the recipient of the counseling must acknowledge, through an SBA Form 641 or an SBA-approved “electronic substitute,” the requirements imposed by accepting counseling assistance from the SBA or its resource partner(s). (In states that accept electronic signatures, it may contain an electronic signature. In states that do not accept electronic signatures, the form must have an original signature.) Online or telephone counseling should be no less than 30 minutes initially (preparation time may be included in the initial consultation and the total time may include several electronic questions and responses that cumulatively add up to 30 minutes).

Distance learning - The process of connecting learners with remote and multiple resources. Such learning uses communication technologies to stimulate continuous and lifelong learning. The technologies used include video, audio, computer, satellite, audio-graphic and print technologies.

Electronic commerce (eCommerce) - Electronic commerce refers to all aspects of business and market processes enabled by the Internet and other digital technologies.

Face-to-face counseling – See Counseling.

Goals and initiatives – WBC goals are those established in collaboration with OWBO and the SBA District Office.

Grants Management Officer (GMO) – The SBA official with delegated authority to obligate federal funds by signing the Notice of Award

In-kind contribution – A non-cash match contribution based on the value of goods and services that are provided to the project.

Key Personnel – A person who devotes at least 50% of her/his time to the project and who serves in a position/role that is vital to the successful operation of the WBC (e.g., program director, etc).

Long-term counseling – See Counseling.

Nascent (Pre-venture) Entrepreneur – See Client.

Online or telephone counseling – See Counseling.

Online Training – See Training.

Other Personnel – Any employee who provides services that support the WBC Project but whose role is not vital to the project.

Preparation time (hours) - The amount of time spent preparing and researching information for a business or individual client.

Program Director – A full-time, (40 hrs per week) employee (required by statute) whose time is dedicated 100% to managing the day-to-day operation of the WBC. The Program Director’s responsibilities include but are not limited to:

- Ensuring that WBC Project and services are delivered in accordance with the Program Announcement, Notice of Award, regulations, and statute.
- Ensuring that the WBC is compliant with the Program Announcement, Notice of Award, regulations, statute, and OMB circulars.
- Ensuring that all communications from the Office of Women's Business Ownership are provided to the appropriate parties of the WBC.

Program funds - Includes all SBA/WBC federal funds and all matching and overmatch expenditures reported on the SF-425 (includes non-cash/in-kind). It does not include other funds under the grant recipient's umbrella.

Program income - Gross income earned by the recipient that is directly generated by an activity supported with project funds or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, and license fees and royalties on patents and copyrights.

Recipient organization - An applicant organization for which funding is approved and that enters into a Cooperative Agreement with the SBA. The recipient organization receives the federal funds and is responsible for establishing the WBC as an entity within the organization.

SBA resource partner - Organizations that provide services through SBA funding or through another recognized relationship with the SBA. Resource partners include, but are not limited to, SBDCs, SCORE, veterans business outreach centers (VBOCs), women's business centers, U.S. export assistance centers (USEACs), SBA Microloan Program intermediaries and non-lender technical assistance providers, and SBA co-sponsorship and memorandum-of-understanding partners.

Socially and Economically Disadvantaged

Socially Disadvantaged

Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as members of a group. Social disadvantage must stem from circumstances beyond their control. In the absence of evidence to the contrary, individuals who are members of the following designated groups are presumed to be socially disadvantaged:

- physically handicapped
- African Americans
- Hispanic Americans
- Native Americans (American Indians, Eskimos, Aleuts, and Native Hawaiians)
- Asian Pacific Americans (persons with origins from Japan, China, the Philippines, Vietnam, Korea, American Samoa, Guam, U.S. Trust Territory of the Pacific Islands [Republic of Palau], Commonwealth of the Northern Mariana Islands, Laos, Cambodia [Kampuchea], Taiwan; Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, Federated States of Micronesia, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru; Subcontinent Asian Americans (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands or Nepal)

Economically Disadvantaged Individuals – For WBC Project Purposes

Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities. Persons whose household income is at or below 80 % of the Area Median Income (AMI)

Economically Disadvantaged Communities – For WBC Project Purposes

Based on the New Markets Tax Credit (NMTC) Program definitions: NMTC program supports activities in eligible Low-Income Communities (LICs), which are defined by statute as population census tracts with a poverty rate of 20 % or greater or a median family income at or below 80 % of the applicable area median family income.

Start-up business – See Client

Training – An activity or event in which counselors, staff or external trainers from a resource partner, District Office, or SBA co-sponsor deliver a structured program of knowledge, information or experience on an entrepreneurial or business-related subject. The training must last for a minimum of one hour.

Co-hosted training (collaborative) – Meets the definition of “training” and further defined as an activity where each host organization actively participates and contributes substantially to the training.

Online Training – Online training is a structured program of knowledge, information or experience on an entrepreneurial or business-related subject. It must be of a quality and substantive nature, and must include a registration process as well as an evaluation process (e.g. 1-5 star ranking). The training must be for a minimum of 30 minutes and a course evaluation must be made available. Online training may be synchronous or asynchronous:

- **Synchronous** – A group of clients proceed through the training module(s) or program as a group.
- **Asynchronous** – A client individually proceeds through the training module(s) or program individually and is self-paced.

Travel hours – The amount of time spent traveling to and from a location (separate from assigned post-of-duty) to meet with businesses or individual clients. If meeting with more than one client, travel time is counted only once.

Total hours of training – The total number of hours the trainer spends teaching the training session.

Underserved Market(s) – CRA designated areas (12 CFR 228.12)

Section 228.12 Definitions

Defines key terms used in the regulation, the section cited here is the definition:

- (i) Low-or moderate-income geographies;
- (ii) Designated disaster areas; or

(iii) Distressed or underserved non-metropolitan middle-income geographies designated by the Board, Federal Deposit Insurance Corporation, and Office of the Comptroller of the Currency, based on—

(A) Rates of poverty, unemployment, and population loss; or

(B) Population size, density, and dispersion. Activities revitalize and stabilize geographies designated based on population size, density, and dispersion if they help to meet essential community needs, including needs of low- and moderate-income individuals.

Go to: <http://www.ffiec.gov/Geocode> to confirm your eligibility.

Then type: Get Census Demographic: Underserved or distressed Tract response should be: Yes

Women’s Business Center – An SBA women’s business center is a program or project funded, in part, by a grant from the SBA to provide technical assistance, such as training and counseling to women entrepreneurs, both nascent and owners of existing businesses. The WBC may exist within the framework of a larger economic development organization and may make use of the resources provided by that organization, and must be a clearly identifiable separate program or project of that entity.

- The WBC clients reported to SBA must be those receiving services from the WBC, not from the larger organization.
- The WBC finances must be accounted for separately from the parent organization and from any other WBC operated by the parent organization.
- Budgeted WBC funds must only be used for WBC Project purposes.
- As a WBC grant recipient the primary client focus must be women; the program or project cannot exclude male clients, but must target women.

Woman Owned Business – A small business concern that is not less than 51 % owned by one or more women and the management and daily business operations of which are controlled by one or more women.

G ADDITIONAL RESOURCES AND PARTNERSHIPS

1 BUSINESS MATCHMAKING

WBCs are encouraged to participate in SBA Business Matchmaking events. Business Matchmaking provides a means for small businesses to be matched with procurement representatives from government agencies and major corporations with actual contract opportunities. Business Matchmaking is offered at no cost to its participants—buyers or sellers. The events combine education and counseling by pairing expert small business advisors and topical experts with networking and matchmaking through face-to-face events. There is also an online network at <http://www.businessmatchmaking.com/online.shtml>

2 CO-SPONSORSHIP AGREEMENTS

If one or more organizations and the SBA are involved with a WBC as co-sponsors of an activity, a co-sponsorship agreement must be executed by the SBA, the WBC, and all other co-sponsors in accordance with the SBA's Co-sponsorship SOP 90 75 2 or revised equivalent.

H FREQUENTLY ASKED QUESTIONS

Question: Is a small business development center (SBDC) eligible to apply for an award under this Program Announcement?

Answer: No. An SBDC is not a legal entity; it is a project funded under a federal grant program. However, the *recipient organization* of the SBDC federal grant is eligible to apply for a WBC grant if it is a private, nonprofit organization and meets the WBC eligibility requirements. In addition, host organizations that house service centers as part of an SBDC network may also be eligible for a WBC grant if all eligibility requirements are met.

Question: Are colleges and universities eligible to apply?

Answer: Yes. A college or university may apply if it is a private, nonprofit organization and meets all eligible requirements.

Question: May SBDCs provide cash or in-kind match to the WBC Project?

Answer: No. SBDCs are funded with federal monies, which are matched from non-federal sources. Because the WBC recipient may not use federal funds as match, SBDC federal funds may not be used as match. SBDC matching funds, as well as program income derived from an SBA SBDC grant, also may not be used as match. However, the SBDC's *recipient organization* may donate non-federal funds and in-kind donations to the WBC Project as match.

Question: May Community Development Block Grant (CDBG) funds be used as match?

Answer: Yes. If CDBG Program requirements are met and the funds are used for the WBC grant project.

Question: What are the key aspects of a successful women's business center?

Answer: Success could be defined by the following, but not limited to: having adequate funds; a good financial management system; a strong board of directors with proven fundraising capability; a committed staff with strong entrepreneurial experience; a program that meets the unique needs of the service area's business women; a strong marketing plan; and close ties with the local SBA District Office, its resource partners and the local business community.

Question: Should the Standard Form 424, Application for Federal Assistance (face page), indicate the total amount to be funded for the 5-year period?

Answer: No. The estimated funding (block 15) must indicate the proposed amount for each separate budget period. A Standard Form 424 must be submitted for the first 12 month project period (Base Year) and each of the four (4) Option Years, for a total of five (5) complete SF424 packages (i.e., Five complete separate packages including the following: SF-424, 424A, 424B, B10-B16) for each year's budget proposal.

I ADDITIONAL INFORMATION

As participants in the WBC grant program of the SBA, applicants may find the following links helpful:

Office of Women's Business Ownership Website

<http://www.sba.gov/about-offices-content/1/2895>

J PROJECTED MILESTONE CHART

(Prepare one chart for each year of the 5-year term)

Name of Organization _____

Project Year (1, 2, 3, 4, or 5) _____

TRAINING AND COUNSELING TARGETS

Type of Service	Number of Clients	Number of Hours
Training		
Counseling		
TOTAL		

ECONOMIC IMPACT TARGETS	Number
New Business Starts	
Jobs Created	
Access to Capital*	

* Project the dollar amount of capital that your client's will access as a result of your services.

K BUDGET INFORMATION

(IMPORTANT: INCLUDE A SEPARATE SF-424, SF424A, SF424B AND B10-B16 (ANNUAL BUDGET SUMMARY) FOR EACH OF THE 5 PROJECT YEARS)

THESE DOCUMENTS MAY BE MORE EASILY UNDERSTOOD BY SUPPLEMENTATION WITH THE ANNUAL BUDGET SUMMARY WORKSHEETS.

- 1 Instructions for completing the Standard Form 424, Application for Federal Assistance located at Grants.gov: (NOTE: The first 12 month period SF424 is located at

Grants.gov. The Option year SF424 package may be obtained at the SBA, Office of Women's Business Center website.

- Item 1 Application
- Item 2 New
- Item 3 Current date
- Items 4 – 7 Leave Blank
- Items 8 – 12 Self Explanatory
- Item 13 Leave Blank
- Item 14 Required. Must list all areas affected by your project.
- Item 15 Women's Business Center Initial Grant
- Item 16 Self Explanatory
- Item 17 **09/30/2011 09/29/2012**
- Item 18a. Amount entered may not exceed **\$123,367.00**
- Item 18b.-g. Self explanatory
(Note: Enter the amount(s) that comprise the non-Federal match.
Note: Use "e. Other" for In-Kind contributions)
- Item 19 Check "c." Program is **not** covered by E.O. 12372
- Items 20-21 Self Explanatory

2 Instructions for completing the Standard Form 424, Application for Federal Assistance located at the SBA, Office of Women's Business Center Website:

- Item 1 Non-Construction
- Item 2 Enter Current Date
- Item 3 Leave Blank
- Item 4 Leave Blank
- Items 5-7 Self Explanatory
- Item 8 Check: New
- Item 9 U.S. Small Business Administration
- Item 10 59.043
Title: Women's Business Ownership Assistance
- Item 11 Women's Business Center Initial Grant
- Item 12 Required. Must list all areas affected by your project. List all areas affected by the project. Attach additional sheet if needed.
- Item 13 **9/30/11 – 9/29/12, for 1st Option**
9/30/12 – 9/29/13, for 2nd Option
9/30/13 – 9/29/14, for 3rd Option; and
9/30/14 – 9/29/15, for 4th/final Option

- Item 14a. Specify the applicant's congressional district
- Item 14b. List all congressional districts of applicant's planned service area(s) (required field - attach additional sheet if needed)
- Items 15-15a. Amount entered may not exceed **\$123,367.00**
- Item 15b.-g. Self explanatory (Refer to instructions on reverse of form)
- Item 16 Enter: Check "b." This program is **not** covered by E.O. 12372.
- Items 17-18 Self explanatory (Refer to instructions on reverse of form)

3 INSTRUCTIONS FOR STANDARD FORM 424A (BUDGET INFORMATION)

THESE DOCUMENTS MAY BE MORE EASILY UNDERSTOOD BY SUPPLEMENTATION WITH THE ANNUAL BUDGET SUMMARY WORKSHEETS (B10 - B16).

The budget is the applicant's estimate of the total cost of performing the project or activity for which grant support is requested. The budget is to be based upon the cost of performing the project, including federal and private sources. All proposed costs reflected in the budget must be necessary to the project, reasonable and otherwise allowable under applicable cost principles and agency policies. All costs should be justified and itemized by unit cost on the **ANNUAL BUDGET SUMMARY WORKSHEETS (B10-B16)**. All forms contained in the financial application package must be completed accurately and in full.

a Section A - Budget Summary – Refer to instructions on form.

b Section B - Budget Categories

Complete column 6a – 6k, entering amounts by budget category.

Block 6., Columns (1) - (4) reflect a breakout of costs as follows:

(1) Federal (2) Non-Federal Cash (3) In-Kind (4) Program Income

Provide justification of cost for each budget category on the Annual Budget Summary Worksheets (B10 - B16) which can be found at:

<http://www.sba.gov/content/womens-business-center-grant-opportunities>

and show a complete breakdown of all cost elements summarized. You should also use these worksheets for the detailed budget information listed below, BUT each budget line item pertinent to your submission **MUST ALSO** be completed on the application.

The itemization must reflect the total requirements for funding from federal and non-federal sources.

c Section C - Non-Federal Resources

Refer to instructions on form.

d Section D - Forecasted Cash Needs

Refer to instructions on form.

e Section E - Budget Estimates

Refer to instructions on form.

f Section F - Other Budget Information

i Direct Charges

Refer to instructions on form.

ii Indirect Charges

Refer to instructions on form.

g Other Budget Detail Information

Personnel

i List the name, title, salary for each employee and the estimated amount of time each will be assigned to this project. The applicant must have a 100% full-time Project Director. This position may not be shared between two or more employees.

ii Résumés of all key personnel assigned to this effort must be included in the application.

iii Position descriptions for ALL personnel (key and non-key) assigned to this effort must be included in the application.

iv Note that fees, expenses, and estimated amount of time for outside consultants should be included in the contractual line item.

h Fringe Benefits

If your organization does not have a federally negotiated fringe benefit package, list each component included as a fringe benefit. Leave blank if fringe benefits applicable to direct salaries and wages are treated as part of indirect costs in the indirect cost rate negotiation agreement.

i Indirect Charges

Enter the indirect cost rate, date, and agency that issued the rate. If the applicant does not have an approved rate, see instructions (section L, below) to receive a provisional rate for use with SBA grant programs only. **NOTE:** Indirect costs are limited to 20% of the total award (federal and non-federal) under the WBC project regardless of percentage allowed in approved rate.

j Justification of Costs

All proposed costs require justification and narrative explanation.

k Miscellaneous, Contingency or "Etc." Costs

No costs labeled miscellaneous, contingency or "etc." may be included in the budget. Contributions to a contingency reserve or any similar provision made for events, the occurrence of which cannot be foretold, are unallowable.

l Proposal Costs

This Program Announcement does not commit the U.S. Small Business Administration or any federal agency to pay any costs incurred in the preparation and submission of a proposal.

L HOW TO PREPARE THE INDIRECT RATE PROPOSAL

NOTE: Under the WBC project, indirect costs are limited to 20% of the total federal and non-federal project funds regardless of percentage allowed in approved rate.

Facilities and administration costs are also called indirect costs. Indirect costs are incurred for common or joint objectives and cannot be readily identified with a particular grant, contract or other activity of the organization. Reimbursement of indirect costs are generally made by establishing an indirect cost rate, which is:

- a device for determining fairly and conveniently, within the boundaries of sound administrative cost principles, what proportion of indirect cost each one of the entity programs or funding sources should bear.
- the ratio between the total indirect expenses and some direct cost base.

An indirect cost rate is established on the basis of an indirect cost proposal and supporting documentation submitted by an organization to the federal agency with the largest dollar value of awards with the organization, according to 2 C.F.R. Part 230. This federal agency is the called the “cognizant agency”, and it is responsible for negotiating and approving an indirect cost rate for non-profit entities on behalf of all federal agencies.

If the Small Business Administration is the cognizant agency, your organization must include a review for indirect rate determination in its annual audit. In doing this, a rate will be established by an auditor for your organization and can therefore be used by other federal agencies.

However, until such time the audit and indirect rate determination are complete, the SBA will approve a provisional rate for **SBA grant programs - only**. To assist in this matter you are required to submit the following information as outlined below:

3 ORGANIZATIONAL COST

- a List of all expenditures for the recipient (fiscal or calendar year).
- b Indicate whether the cost item is direct or indirect cost.
- c Indirect cost must be labeled as overhead or general and administrative.
- d Cost must be grouped according to the programs and/or projects for your organization.
- e Include general ledger account number and account description.
- f Include employee name, total salary and leave (sick, holiday, vacation), and indicate full-time or part-time (reminder: indicate direct and/or indirect).
- g Include a list of fringe benefits (direct and/or indirect).

You may provide any other information you deem necessary to establish a rate for the allocation of indirect cost. **Only eligible entities should contact the SBA.**

M Worksheets

All necessary forms worksheets needed to complete this application, can be found at <http://www.sba.gov/content/womens-business-center-grant-opportunities>

N Web-Based Self Assessment		Mark "X"
WBC SELF-ASSESSMENT OF WEB-BASED ACTIVITIES		
BASIC		
1. Is your WBC accessible to clients via the Internet?		
a. Yes		
b. No		
2. Can clients obtain current information about upcoming events, training, business opportunities, etc. from your WBC website?		
a. Yes		
b. No		
3. Is your WBC website updated monthly to reflect current information and offerings so that the information clients obtain is accurate?		
a. Yes		
b. No		
4. Can clients access SBA's Home Page via a link from your WBC website?		
a. Yes		
b. No		
5. As an enhancement to our technical assistance, can clients directly access specific SBA program areas on the SBA Home Page via a link from your WBC website? (Procurement, SBIR, International Trade, etc.)		
a. Yes		
b. No		
6. Does your website provide client access to online training programs offered by other entities (other SBDCs, score, university sites, etc.)?		
a. Yes		
b. No		
7. Can clients communicate with your WBC via an automatic e-mail link?		
a. Yes		
b. No		
ADVANCED LEVEL I		
8. On your website, can clients:		
a) Download forms and other templates?		
i) Yes		
ii) No		
b) Complete and submit forms and other templates?		
i) Yes		
ii) No		
c) Access a library of business and management resource materials?		
i) Yes		
ii) No		
d) Access information via search or query mechanisms?		
i) Yes		
ii) No		
9. Can clients register, schedule and receive counseling through an automated Internet system?		
a. Yes		
b. No		
10. Can clients register, schedule and receive training through an automated Internet system?		
a. Yes		
b. No		

ADVANCED LEVEL II	
11. Can clients access an automated needs assessment tool, online diagnostic or expert system to identify the type and level of service required?	
a. Yes	
b. No	
12. Does this automated needs assessment tool or online diagnostic automatically refer the client to the targeted level of service?	
a. Yes	
b. No	
13. Can clients obtain assistance from a counselor via:	
a. Online and realtime chat?	
i. Yes	
ii. No	
b. E-mail?	
i. Yes	
ii. No	

O CHECKLIST OF REQUIRED SUBMISSIONS FOR PROGRAM ANNOUNCEMENT

Technical Proposal	Cost Proposal
<p>Address and submit each of the following as instructed and outlined in the Program Announcement.</p> <p style="text-align: center; background-color: yellow;">Program Information Narrative</p> <p>___ Mission Alignment and Experience</p> <p>___ Organization and Structure</p> <p>Include the following:</p> <ul style="list-style-type: none"> - Organization Chart (include names and positions for all proposed full- and part-time program staff employees working on the WBC Project) - Resumes (for key personnel) - Position Description (for ALL personnel – key & non-key) - List of Board of Directors (include phone number and e-mail address) - WBC Hours & Planned Closures <p>___ Market Assessment for Services Provided</p> <p>___ Ability to Reach Target Markets (Community Reinvestment Act (CRA) designated area information)</p> <p>___ Project Objectives & Milestones Narrative 5-Year Plan</p> <p>___ Plans for Marketing and Collaboration with SBA & Other Community & Small Business Organizations</p> <p>___ Include commitment letters and/or cooperative agreements.</p> <p>___ Sources and Leverages of Funds</p> <p>___ Financial Management Capability & Certification of Match</p> <p>___ Include a certification that the financial system to be used for the WBC Project meets 2 C.F.R. Parts 215.21 – 215.28. (may be provided by a staff person with equivalent expertise to determine such)</p> <p>___ Program Evaluation and Economic Impact</p> <p>___ Technology Capability</p> <p style="text-align: center; background-color: yellow;">Supporting Documents</p> <p>___ Copy of All Subcontracts and Agreements (may not exceed 49% of total budget)</p> <p>___ Articles of Incorporation</p> <p>___ Non-Profit Verification (501(c) Certification from IRS)</p> <p>___ SBA Form 1623 (Debarment & Suspension)</p> <p>___ SBA Form 1711 (Lobbying)</p> <p>___ SF-LLL (Lobbying)</p> <p>___ SBA Form 1224 (Cost Sharing Proposal)</p> <p>___ Approved Indirect Cost Rate (if applicable)</p> <p>___ Most recent audit (or financial statement)</p>	<p>Must include five (5) separate SF-424 Packages One (1) for the Base Year budget <u>AND</u> one (1) for each of the four (4) Option Years under the project.</p> <p style="text-align: center; background-color: yellow;">SF 424 Packages and Budget Details</p> <p><u>For Base Year</u></p> <p>___ SF-424</p> <p>___ SF-424A</p> <p>___ SF-424B</p> <p>___ Budget Detail Worksheet (B10 – B16)</p> <p>___ Certification of Cash Match and Program Income Include a list of sources for cash match and detail the activity which will generate program income. <u>Note:</u> In-kind should not be included on this worksheet.</p> <p><u>For Option Years 1 – 4 - Submit the following:</u></p> <p>SF-424</p> <p>SF-424A</p> <p>SF-424B</p> <p>Budget Detail Worksheet (B10 – B16) to include sources of match.</p> <p>Certification of Cash Match and Program Income. Include with the certification of cash match and program income, a list of sources for cash match and detail the activity which will generate program income. <u>Note:</u> In-kind should not be included on this worksheet.</p> <p>___ Option Year 1</p> <p>___ Option Year 2</p> <p>___ Option Year 3</p> <p>___ Option Year 4</p> <p style="text-align: center; background-color: yellow;">MAKE SURE OF THE FOLLOWING</p> <ol style="list-style-type: none"> 1. The SF-424 reflects the correct federal amount and (at least) the minimum non-federal match requirement of which 50% is in the form of cash. <u>Note:</u> Cash match is all non-federal cash and program income; 2. The SF-424A, block 6. a. – k., breaks out the federal share (column 1); the non-federal cash (column 2); in-kind (column 3) & Program income (column 4); and 3. The budget does not include non-expendable equipment. Non-expendable equipment is unallowable under the grant. Expendable equipment, (valued at under \$5,000 per piece) is allowable and must be shown under the "Supplies" cost category.